

NOTICE POSTED: November 15, 2019

DUE DATE: December 6, 2019 @ 10:00 a.m. prevailing time

PUBLIC READING: All proposals/responses will be opened at the City Council Chambers on **December 6, 2019 @ 2:00 p.m.**

TAKE NOTICE: The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the "Client/Owner," "City of Bayonne" and/or "City") is seeking Qualifications and/or Proposals for Professional Services Providers (hereinafter referred to in this notice and the various submission documents as the "respondent," "provider," "contractor," "submitting party," "applicant," "vendor," "service provider," and/or "professional service provider") for the following professional services in accordance with a "fair and open" contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting bids for the provision of the following professional services:

PROFESSIONAL SERVICE/TITLE SOUGHT:

RISK MANAGEMENT CONSULTANT/INSURANCE BROKER:

The CITY OF BAYONNE seeks to engage a vendor as Risk Management Consultant/Insurance Broker for the year 2019.

GENERAL INFORMATION ON THE CITY OF BAYONNE:

The City of Bayonne operates under a Mayor-Council Form of Government. The City is approximately 5.8 square miles, has a population of 66,000 +/-, an annual operating budget of approximately \$141 million, approximately 817 employees. The Municipal Council holds one caucus and one council meeting on or about the second and third Wednesday, respectively, of each month as well as special meetings on an as-needed basis. The Insurance Commission Fund handles all insurance matters for the City of Bayonne and meets as needed. The City is currently a member of the New Jersey Intergovernmental Insurance Fund ("NJIF"), 777 Terrace Ave #309, Hasbrouck Heights, NJ 07604.

CONTRACT TERM:

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

MINIMUM REQUIREMENTS:

The successful provider shall have a minimum of ten (10) years' experience in risk management and insurance consulting and be an owner of or employed by a New Jersey licensed general insurance brokerage.

The applicant shall demonstrate at least seven (7) years' specific experience in dealing with risk and insurance issues of local government entities. Preference will be given to those applicants experienced in working with Municipal Joint Insurance Funds.

The proposal shall provide a resume for all principals who will be assigned to work for the City or appear at meetings on behalf of the City. The applicant shall have the following capabilities and provide the following services:

- 1) Twenty-four hour availability for access by the City administration and governing body.
- 2) Respond promptly to all insurance coverage questions.
- 3) Review the City's employee, safety and security manuals. Assess risks and exposures and make recommendations for amendments to such manuals and other steps that may be taken by the City to limit or eliminate risk and liability to the City.
- 4) Review the City's property and operations and assist in developing appropriate insurance requirements and/or specifications. Work to assure that the City is adequately protected against foreseeable risks and liability.
- 5) Review the City's loss history for at least the five (5) previous years and chart the types and numbers of claims, amounts reserved and paid, obtain status of pending claims and develop a plan of action for resolving open claims. Use such information to recommend steps to limit or eliminate risk of loss to the City.
- 6) Assure that all certificates of insurance, safety notices and other required certificates and postings are provided and advise the City regarding posting of the same.
- 7) Assist the City in devising, implementing and complying with the requirements of any Joint Insurance Fund (JIF) of which the City is a member. This may include but not be limited to an Employment Practices Risk Control Program, Indoor Air Quality Program, Public Facilities Safety Program, Protective Equipment Program and the like.

8) Report not less than annually to the governing body on the status of risk management efforts, City safety program, insurance coverage issues, market conditions and anticipated changes in pricing of insurance products.

9) Attend safety committee meetings, discuss and provide education on safety topics, and listen to departmental issues.

10) Accompany the insurance provider's loss control representatives on safety or loss control visits to the City.

11) Attend all meetings, as requested, including JIF Executive Committee, City Municipal Council and Insurance Commission Fund meetings.

12) Attend additional meetings with the City governing body and administration as reasonably requested.

13) Regularly obtain information from City administration regarding (a) new contracts or leases, (b) changes in buildings or facilities, (c) changes in owned motor vehicles, (d) acquisition or disposal of property, (e) changes in payroll, (f) establishment of new services or programs, (g) knowledge of occurrences or incidents that might result in claim, and (h) any other information that could affect risk assessment or loss frequency.

14) With respect to reported claims the risk manager shall, if and when requested: (a) review and assure that all pertinent information is included in the claim, (b) review all policies and coverage with respect to claims and report to all carriers which could possibly afford coverage for the claim, (c) monitor insurance carriers and/or third party administrators with regarding to subrogation and recovery efforts, and (d) provide the City with an emergency claims reporting contact list.

In addition to the foregoing, the risk manager shall assist the City in assessing its overall insurance, risk and liability options and make recommendations regarding renewal of its current JIF agreement, the potential for contracting with another JIF, seeking proposals for insurance services, or other options and solutions that may be available to the City.

INSURANCE REQUIREMENTS:

PROFESSIONAL LIABILITY. Minimum of \$2,000,000 errors and omissions per claim/\$2,000,000 aggregate.

WORK PRODUCT/DELIVERABLES:

All work products of the Provider which result from this contract are the exclusive property of the City of Bayonne.

OPRA COMPLIANCE:

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the “work” performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State’s public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

FEE SCHEDULE:

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

EVALUATION PROCESS:

An evaluation team will review all proposals. The team will determine if the proposals satisfy the Proposal Requirements, determine if a proposal should be rejected and then evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors. **In specific areas, multiple contracts may be awarded.** Listed below are the criteria that the CITY OF BAYONNE will consider in the evaluation of each proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

BASIS OF AWARD
EVALUATION CRITERIA
Insurance Broker

Term: Not to Exceed One Year Commencing from the Contract Date

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in each response/proposal for each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

| EVALUATION CRITERIA | SCORE/ POINTS |
|---|--------------------------|
| TECHNICAL CRITERIA | |
| Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives | |
| Vendor's response/proposal is complete and responsive to the technical RFQ/RFP requirements | |
| Vendor evidences successful past performance of like projects | |
| MANAGEMENT CRITERIA | |
| History and experience in performing similar work | |
| Availability of personnel, facilities, equipment, etc. | |
| Qualification and experience of support personnel | |
| Comprehensive work plan and schedule | |
| Significant experience in municipal insurance matters | |
| Proof of licensure | |
| COST CRITERIA | |
| Cost of goods/services to be provided | |
| Quality and quantity of vendor's services to previous clientele | |
| Vendor's financial ability to meet obligations | |
| POINT TOTALS | |

1. Requirements

Possess the general requirements stated herein.

2. Understanding of the Requested Work

The proposals will be evaluated for general compliance with instructions and requests issued in the RFQ-RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

3. Knowledge and Technical Competence

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

4. Management, Experience and Personnel Qualifications

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ-RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

5. Ability to Complete the Services in a Timely Manner

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

6. Cost

Price shall be based on rates set forth in the RFQ or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and contractor.

BE ADVISED THAT absent an express written notice to the contrary in the detailed requirements, all proposals:

1. Are to be submitted on "The Standardized Profession Service RFQ-RFP SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts."

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "RFP – Requests for Proposals" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2.

Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

SEALED RESPONSES SHOULD INCLUDE:

1. The above noted Standardized Profession Service RFQ-RFP SUBMISSION FORMS which include:
 - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).

b. A signed and notarized "Non-Collusion Affidavit."

c. A signed Disclosure of Ownership form.

2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".

3. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ-RFP.

SUBMISSION DEADLINE AND PUBLIC READING:

Sealed responses must be received in the City Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The City's Law Director and/or her designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submissions that in its judgment is in the best interest of the City.

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John F. Coffey II Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002